

## Setting-up a Study Abroad Course in UDSIS)

SOC contacts will typically get initial instructions and specific course information from Ruthie Toole, i.e. topic to be added, notes, location of course, course description (if any), etc.

### 1. **Maintain Schedule of Classes Page**

On Basic Data Tab – add new section, using travel/study abroad section numbers, i.e. 070, 071, 072 with corresponding associated class no. (70, 71, 72 . . .)

- a) Campus – Newark
- b) Location – Study Abroad
- c) Instruction Mode - 'T' (travel)
- d) Un-check 'schedule print box' if course is in Summer or Winter term; check 'schedule print box' if course is in Spring or Fall term
- e) Change dates if need be

### 2. On Meetings Tab:

- a) Meeting Pattern – 'TBA'
- b) Instructor – 'Ruthie Toole' (for semester programs; instructions will be provided for summer/winter programs)
- c) Access – 'approve'
- d) Workload – '100%'

### 3. Enrollment Tab:

- a) Set course as 'active'
- b) Be sure there is an enrollment cap (use '50' for winter or summer courses)
- c) Notes Tab: Add no. note indicating location of course (search)

### 4. **Adjust Class Associations Page –**

- a) On Class Components Tab – Grading Basis should be changed to "SG"

### 5. Click button **Save**