

Setting-up a Study Abroad Course in UDSIS

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

Maintain Schedule of Classes Page –

- 1) **Basic Data Tab** – add new section, using travel/study abroad section numbers, i.e. 070, 071, 072 with appropriate 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 necessary
- 2) **Meetings Tab:**
 - a) Meeting Pattern – ‘TBA’
 - b) Instructor – ‘James Bell’ (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)
- 4) **Notes Tab:**
 - a) Add no. note indicating location of course (search)
 - b) Add note #0478 “Section Meets in Another Country - Must be an Accepted Student on a Study Abroad program to register for this course” to all study abroad sections.

Adjust Class Associations Page –

- 5) **Class Components Tab** – Grading Basis should be changed to “SG”
- 6) Click button **Save**

4/15/2019