Indicate Study Abroad

Introduction

When students engage in international study, they receive credit at CWRU. Students who study abroad register for a class or a study abroad placeholder in SIS.

There are a few special elements when scheduling a study abroad class. A Course Attribute value is added to help students identify study abroad classes in Class Search. Additional meeting patterns are added for pre- and post-trip meetings. Lastly, a Class Note is added to direct students to the Study Abroad office.

This guide will describe how to indicate a study abroad class section.

Add Study Abroad Course Attribute

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

   Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

   The **Maintain Schedule of Classes** search screen appears.

2. Look up **Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.

   All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.

5. Select the class that requires an attribute. The **Basic Data** tab appears. Confirm that the appropriate section is visible before continuing. If necessary, use the arrows in the header to locate the study abroad class section.

   The **Class Attributes** box contains the attribute(s) that will be listed for the class, if any.

6. Click the **Look up Course Attribute** icon.
7. All available attributes appear. Select **SRCH - Schedule Search**.

   The attribute appears in the **Class Attributes** group box.

8. Next click the **Look up Course Attribute Value** icon. All possible attribute values appear.
9. Select **STUDYABRD - Study Abroad**.

   The attribute value appears in the **Class Attributes** group box.

Add New Meeting Pattern

Additional meeting patterns should be added for pre-trip meetings, post-trip meetings, and travel dates.

10. Click the **Meetings** tab.
11. In the Meeting Pattern group box, click the **Add a new row** button.
12. A new meeting pattern row appears. Enter **ABROAD** in the **Facility ID** field.
13. Click the **Look up Pat** icon.
14. Select the appropriate code for the day of the week the meeting will take place or leave this field blank and select the checkbox below the appropriate day.
15. Enter the start time into the **Mtg Start** field.
16. Press **[Tab]** on your keyboard. A standard meeting end time will appear in the **Mtg End** field. Edit this field as necessary.
17. Click the **OK** button.
18. Enter the date the meeting is occurring into the **Start Date** field.
19. Enter the same date into the **End Date** field.
20. Enter the purpose for the non-standard meeting time into the **Exam or Mtg Desc** (Meeting Description) field.

    Repeat these steps for all class meetings.

Add Class Note

21. Click the **Notes** tab.
22. Select the study abroad note from the Class Notes table by clicking the **Look up Note Nbr** icon and searching for "**Study Abroad**" or by entering note number **0321**.

The note box will populate with the following text: "Start the required application for this study abroad program at studyabroad.case.edu."

23. Click **Save**.

This completes the process of indicating a study abroad class section.

Refer to other guides to assist with additional edits to the schedule of classes.