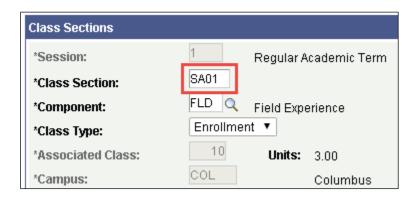
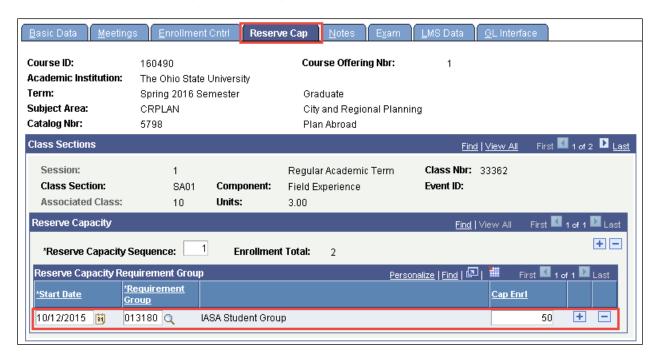


EDUCATION ABROAD ENTRY FOR DEPARTMENT SCHEDULERS

- 1. Work with your Education Abroad Liaison and OIA to determine which programs have been approved for the upcoming term.
- 2. Using the Schedule New Course or Maintain Schedule of Classes pathway in SIS, create a new class section with the following criteria:
 - a. SA in the section number



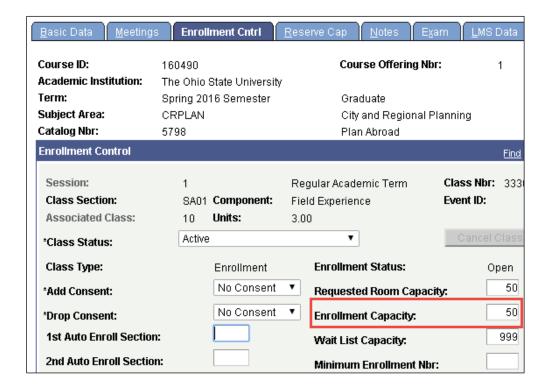
b. IASA Student Group Reserve Cap



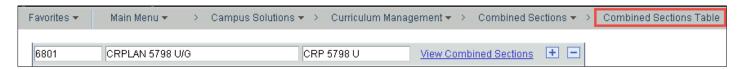
- Start date is typically the day enrollment begins for the term
- Requirement Group # is always 13180
- Cap Enrl can be set as needed, but <u>must match the Enrollment Capacity</u> on the Enrollment Cntrl tab



EDUCATION ABROAD ENTRY FOR DEPARTMENT SCHEDULERS



3. For 5000-level courses, create both an Undergraduate and Graduate section if necessary, and combine them in the Combined Sections Table



- 4. Send both the **class number** and **program number** to the OUR Scheduling Office. Contact info can be found on our website here: http://registrar.osu.edu/scheduling/SchedulingContent/schedContacts.asp
- 5. The Scheduling Office will then add the International Location Code and the OIA Program number attribute.
- 6. The Scheduling Office will send OIA the class information and Resident Directors and/or Faculty will notify students to register.