

## 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

Class Sections		
*Session:	1	Regular Academic Term
*Class Section:	SA01	
*Component:	FLD	Field Experience
*Class Type:	Enrollment	
*Associated Class:	10	Units: 3.00
*Campus:	COL	Columbus

- b. IASA Student Group Reserve Cap

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam		LMS Data		QL Interface	
<b>Course ID:</b>	160490	<b>Course Offering Nbr:</b>	1												
<b>Academic Institution:</b>	The Ohio State University														
<b>Term:</b>	Spring 2016 Semester	Graduate													
<b>Subject Area:</b>	CRPLAN	City and Regional Planning													
<b>Catalog Nbr:</b>	5798	Plan Abroad													
Class Sections															
Find   View All   First 1 of 2   Last															
Session:	1	Regular Academic Term		<b>Class Nbr:</b> 33362											
Class Section:	SA01	Component:	Field Experience	<b>Event ID:</b>											
Associated Class:	10	Units:	3.00												
Reserve Capacity															
Find   View All   First 1 of 1   Last															
*Reserve Capacity Sequence:		1	Enrollment Total:		2										
Reserve Capacity Requirement Group															
Personalize   Find   First 1 of 1   Last															
*Start Date	*Requirement Group	Cap Enrl													
10/12/2015	013180	IASA Student Group		50											

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



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Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam		LMS Data	
<b>Course ID:</b>	160490	<b>Course Offering Nbr:</b>	1										
<b>Academic Institution:</b>	The Ohio State University												
<b>Term:</b>	Spring 2016 Semester	<b>Graduate:</b>											
<b>Subject Area:</b>	CRPLAN	<b>City and Regional Planning:</b>											
<b>Catalog Nbr:</b>	5798	<b>Plan Abroad:</b>											
<b>Enrollment Control</b>													Find
<b>Session:</b>	1	<b>Regular Academic Term:</b>	Regular Academic Term		<b>Class Nbr:</b>	333							
<b>Class Section:</b>	SA01	<b>Component:</b>	Field Experience		<b>Event ID:</b>								
<b>Associated Class:</b>	10	<b>Units:</b>	3.00										
<b>*Class Status:</b>	Active												Cancel Class
<b>Class Type:</b>	Enrollment		<b>Enrollment Status:</b>	Open									
<b>*Add Consent:</b>	No Consent		<b>Requested Room Capacity:</b>	50									
<b>*Drop Consent:</b>	No Consent		<b>Enrollment Capacity:</b>	50									
<b>1st Auto Enroll Section:</b>	<input type="text"/>		<b>Wait List Capacity:</b>	999									
<b>2nd Auto Enroll Section:</b>	<input type="text"/>		<b>Minimum Enrollment Nbr:</b>	<input type="text"/>									

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

Favorites	Main Menu	>	Campus Solutions	>	Curriculum Management	>	Combined Sections	>	Combined Sections Table	
6801	CRPLAN 5798 U/G	CRP 5798 U	View Combined Sections		+	-				

- 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>
- The Scheduling Office will then add the International Location Code and the OIA Program number attribute.
- The Scheduling Office will send OIA the class information and Resident Directors and/or Faculty will notify students to register.