

- students who otherwise would have graduated at the end of the term will either need to change their graduation date to the end of the next term or will need approval from the Provost for an extension to the graduation deadline. The extension is possible ONLY for fall graduation and summer graduation. Spring graduates must change their official graduation to summer but may still walk in the spring ceremony.
- Grading access will be extended for these classes through the standard five calendar days after the end date of the class, no matter what END date is used, just as it would for a course being taught on campus.
- Course Enrollment will be taken care of by OIE staff. If staff in your department plans to enroll students, please contact the OIE BEFORE enrolling. No course enrollments can be completed until AFTER Financial Services has taken appropriate actions on these courses in PeopleSoft.

If you have any questions, please email or call!

Thanks,

Vicki Anderson
Office of International Education

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Building a Study Abroad/Away Course in PeopleSoft

If building a **placeholder** course, see [PeopleSoft-adding placeholder courses.doc](#) instead.

Courses offered **abroad** MUST be given a “study abroad” attribute in PeopleSoft. The Chancellor’s Office uses this data marker to report study abroad numbers to UW System.

If you have any questions, please feel free to contact Vicki Anderson at 424-0775 or Marla Krueger at x0933.

Building a Study Abroad/Away Course in PeopleSoft

Home > Manage Student Records > Establish Courses > Use > Schedule New Course

Basic Data Tab

1. Class section ->
 - a. use 371F (F = field study) for interim courses
 - b. use 071F (F = field study) for summer courses
 - c. use 071F (F = field study) for semester courses

2. Component -> FLD

***NOTE: not all courses are set up to allow for a FLD component. If FLD is not a choice, choose the next most appropriate option. Financial Services requires that all courses have a FLD (or similar) component in PeopleSoft in order to set study abroad tuition fees.**

3. Instructional Mode -> P (in person; none of the others fit)

4. Start/End Date -> must be changed in the Basic Data panel first and then in the meetings panel
 - a. The course **start date** must be the actual date when students leave to travel abroad or, if the course will begin on campus during the days *immediately* preceding travel, the first day of class (pre-travel sessions held during the semester prior should not be considered class dates for this purpose).
 - b. the **END date**
 - i. For interim & summer programs this must be either the date when the students’ final assignments are due for the course or the date that the students return from abroad/away, whichever is later. Please keep in mind that the course end date may affect students’ graduation.
 - ii. For semester programs this must be the last day of the semester, the date when the students’ final assignments are due for the course or the date that the students return from abroad/away, whichever is later. Please keep in mind that the course end date may affect students’ graduation.
 - iii. **The end date CANNOT be before the end of the regular semester. Making the end date before the end of the regular semester will cause students to NOT be reported as full-time students which will, in turn, cause student loans to come due and health insurance companies to end premium discounts.**
 - iv. In order to extend an end date past the official semester/interim/summer end date, you are required to have your dean’s approval to change the END date before the course is entered into the PeopleSoft system. Approval must be given using the “Extension Class End Date Request Form”.

5. Course Topic ID -> Study Abroad/Away-Program Name (e.g.: Study Abroad-European Business Study Tour)

*NOTE: if there are no course ID's to choose from, you will need to send a request by email to Marla Krueger at kruegerm@uwosh.edu with the following information.

- a. Class number
 - b. Section number
 - c. Text for the topic (e.g. "Study Abroad – European Business Study Tour")
6. check "print topic in schedule"
7. Class Attributes (USE THESE FOR STUDY ABROAD ONLY; DO NOT USE THESE FOR STUDY AWAY)
- a. Course Attribute = **ABRD**
 - b. Course Attribute Value = **A Study Abroad**

Meetings Tab

1. Meeting Pattern -> leave everything blank EXCEPT start/end date and instructor ID
2. Start/End date (see basic data tab)

Enrollment Control Tab

1. Consent -> Inst Cnsnt
2. Room capacity -> 1
3. Enrollment capacity -> 1 (please be sure to set this at 1 – we can override this as we register students. Some students in the past have looked at TitanWeb to see how many seats are remaining in a given program rather than checking with our office.)

NOTE:

If there are class associations which would prohibit the OIE from registering students in just the study abroad/away course, please email Marla Krueger (kruegerm@uwosh.edu) so that she can take the additional component off.