

ABROAD COURSES

Note: CUA courses taught in another country as part of a degree program offered entirely in that country are to be designated as off-campus and not abroad. The off-campus designation will be entered following the same steps outlined in part I below, with the one exception being that OFF CAMPUS will be entered instead of ABROAD in the Location and Facility ID fields.

- I. **If the entirety of a course is offered abroad in a given semester, the below steps must be taken to ensure that the abroad nature of the course is reflected in the schedule and on the student's academic record.**

These instructions do not apply to courses in which only a portion of the course is offered abroad (such as an on-campus course that includes a supplementary trip abroad). See Section II (below) for instructions on how to address these cases.

Course Scheduling

- The academic department should submit a [Course Scheduling Request](#) to have the abroad course added to the class schedule.
- Once added to the schedule, the department scheduler will need to make the following notations to the abroad section(s) of the course on the Maintain Schedule of Classes page in Cardinal Station:
 - On the Basic Data tab:
 - Enter ABROAD in the Location field
 - Select the appropriate location topic in the Course Topic ID field
 - If the appropriate location does not already exist as a topic accessible through the magnifying glass next to this field you will need to first add it to the catalog.
 - Select the Print Topic in Schedule checkbox to the right of the above field
 - On the Meetings tab:
 - Enter ABROAD in the Facility ID field
 - Select the appropriate location topic in the Topic ID field
 - DO NOT enter information in the Free Format Topic field. If the appropriate location does not already exist as a topic accessible through the magnifying glass next to the Topic ID field you will need to first add it to the catalog.
 - Select the Print Topic in Transcript checkbox below the above field
 - Enter 48 (No Classroom Needed) in the Room Characteristics field

- II. **If an on-campus course has a supplementary trip abroad (either required or optional), the below steps must be taken to ensure that the trip is reflected in the schedule and on the student's academic record.**

These instructions do not apply to courses in which the entire course is offered abroad in a given semester. See Section I (above) for instructions on how to address these cases.

Course Creation

- The academic department should submit a [New Course Request](#) to have a course created in the catalog for the supplemental trip.
 - For ease of identification, the course number selected should be similar in nature to the course number of the regular on-campus (non-abroad) course (i.e., an abroad trip for SPAN235 could be SPAN235X).
 - The notes section of the New Course Request should identify the course number of the on-campus course that the trip supplements.
 - The notes section of the New Course Request should indicate the city and country in which the trip will take place. This information will be used to create a course topic which will identify the location of the trip in the system.
- Enrollment Services will build a course in the catalog for the supplemental trip. The course will:
 - carry no academic credit
 - have no billing units (no tuition charges)
 - have no course count value
 - require no grade
 - have a room characteristic code of 48 (no classroom needed)
 - have a topic that identifies the city and country of the trip
 - have a requisite requiring concurrent enrollment in the on-campus version of the course

Course Scheduling

- The academic department should submit a [Course Scheduling Request](#) to have the above course for the supplemental trip added to the class schedule.
- Once added to the schedule, the department scheduler will need to make the following notations on the Maintain Schedule of Classes page in Cardinal Station:
 - On the Basic Data tab:
 - Enter DD in the Session field so that the course is dynamically dated
 - Enter 70 in the Associated Class field (required for DD courses)
 - If multiple sections of the trip are scheduled, the Associated Class field on each section should be sequential beginning with 70 (70, 71, 72, etc.)
 - Enter the start and end dates of the trip in the Start/End Date fields
 - Enter ABROAD in the Location field
 - Select the appropriate location topic in the Course Topic ID field
 - If the appropriate location does not already exist as a topic accessible through the magnifying glass next to this field you will need to first add it to the catalog.
 - Select the Print Topic in Schedule checkbox to the right of the above field
 - On the Meetings tab:
 - Enter the start and end dates of the trip in the Start/End Date fields
 - Enter ABROAD in the Facility ID field
 - Select the appropriate location topic in the Topic ID field
 - DO NOT enter information in the Free Format Topic field. If the appropriate location does not already exist as a topic accessible through the magnifying glass next to the Topic ID field you will need to first add it to the catalog.
 - Select the Print Topic in Transcript checkbox below the above field
 - Enter 48 (No Classroom Needed) in the Room Characteristics field

Course Enrollment

- Students will need to register for the above course for the supplemental trip the same as they do for all other courses.
 - If the department has set the course to require consent, permission will need to be granted via the Class Permissions page before the student is able to register.
 - Since these supplemental trips require concurrent enrollment in the on-campus version of the course, no student should be granted “Requisites Not Met” permissions for enrollment in the trip course.
 - If an instance occurs where a student is approved to participate in such an abroad trip but is not concurrently enrolled in the on-campus course that the trip is meant to supplement the academic department should consult the Office of Enrollment Services for assistance.
 - Since the trip courses will be dynamically dated, students will be able to enroll in the course even after the add/drop deadline for the semester has passed.
- Once enrolled in the supplementary abroad course, a student will not be able to drop the on-campus course without also dropping the abroad course. Any attempt to do so will be met with an error message stating, “You cannot drop this class without also dropping its co-requisite. Another class (or classes) in your schedule requires concurrent enrollment in this class.” Students receiving this error will need to drop both courses in the same enrollment transaction.