

Managing Course Sections for Faculty-Led Study Abroad

Overview

In certain approved study abroad programs, students take classes with UNC faculty members. Students in these programs are enrolled in a regular UNC class and receive regular credit (not transfer credit) and regular grades (not PS, unless the UNC course is PS/F only).

In order to facilitate registration and data management for these specific courses, we have set aside section numbers 01s – 09s. You will need to schedule these classes during the regular scheduling period for that semester or summer session. The Study Abroad Office or Burch Fellows Office will assist you in identifying these courses.

After these sections are set up, the Study Abroad Office or the Burch Fellows Office will register students in these sections. Based on these registrations, grade rolls will print for these course sections and be delivered to your department. If the instructor is unavailable to enter grades on the roll, he or she should contact your department chair and communicate the grades to be recorded. The grade roll should be turned in to the Office of the University Registrar during that grade reporting cycle.

Procedure for setting up Faculty-Led Study Abroad Sections:

1. Pick your section number(s). If a course is being used in more than one study abroad program, you can use different section numbers to designate the different programs. In the example below ENST094 is being taught as both a regular course on campus, and as a Faculty-Led Study abroad course for 4 different study abroad programs. Remember, you can only use section numbers 01s - 09s for Faculty-led Study Abroad courses.

| SEC | AVAIL | DAYS | TIMES | SES | ACT | INSTRUCTORS | RCAP | LIM | ENRL | RST | WAITL |
|---------|-------|------|-------|-----|-----|---------------|------|-----|------|-----|-------|
| ENST094 | | | | | | | | | | | |
| 001 | 14 | TBA | TBA | | LEC | CRAWFORD-BR | | 25 | 11 | | N |
| 002 | | | | | LEC | STOTT, W R | | 15 | 7 | | N |
| 003 | 20 | T | | | LEC | NOBLE, RACH | | 25 | 5 | | N |
| 004 | 10 | TBA | TBA | - | LEC | WYATT, ROBE | | 15 | 5 | | N |
| 005 | 2 | TBA | TBA | | LEC | KAMENS, R | | 5 | 3 | | N |
| 01S | 999 | T | | | | | | 999 | | | N |
| 02S | | | | | | | | 999 | | | N |
| 03S | 999 | T | | | | | | 999 | | | N |
| 04S | 999 | TBA | TBA | - | | LEC KAMENS, R | | 999 | | | N |

On campus classes, using regular numbers

Faculty-led study abroad courses. ENST094 is used in four different programs; therefore, we set up sections 01s, 02s, 03s, and 04s.

2. Create the course section using the section number you have chosen on screen 129. For all Faculty-Led Study Abroad course sections you must enter the following values:

- ◆ place a Y in the CONT ENRL field,
- ◆ place an N in the VRR AVL field, and
- ◆ place an N in the PRT field.

These flags will prevent students from being able to register themselves for the course section, as well as preventing the course section from being advertised in the directory of classes.

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129 SCHEDULE MAINTENANCE                ENST CAPSTONE                039
                                           CALL #: 94754
SCREEN:          INST: NC  AU: GU   SID:          CRS: ENST094 01S  TERM: 039
                                           CS SET-UP:
           FUNCTION:          A=ADD; D=DELETE          COLLEGE: AS
           SECTION ACTIVITY: LEC          COURSE LEVEL: U2
COMBND SECT STAT/SPONS:          /          COURSE CAREER: UG  U*  P*
           1ST INSTR/SCHED NAME: WYATT, ROBERT E          INSTR #1 ID: 702043121
           SESSION:          INSTR #1 NAME: WYATT, ROBERT E

*-CREDIT HOURS-*  *-----REGISTRATION CONTROLS-----*
           MIN  MAX  SEC  WA  STU  VRR
           ENR  ENR  CTL  LI  GM  AVL
03.0  F  00.0  999
           An N in VRR AVL prevents classes
           from being available for web
           registration.
           An N in the PRT field
           prevents the course from
           being printed in the
           directory of classes.
*-----CONTROLS-----*  *-----MISC-----*
           REV  CHG  REASONS  SPC  RPT  CRSE  EXAM
           CODE #1 #2 #3  GRD  CRED  CONT  CODE
PRT #1
N

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2. On screen 130, enter the instructor's PID. We suggest that you list the department chair as the second instructor for administrative purposes. You can leave the second instructor's percentage of responsibility blank.

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           PCT  TRM  CONT  SCH
           RESP  HOURS  PRT  INSTRUCTOR NAME
1  702043121  100.00  Y  WYATT, ROBERT E
2  704227884

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3. On screen 134, enter TBA for both DAY and START. Leave everything else blank.

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FCN  DAYS  START  STOP  BLDG  ROOM  CAPC  LOC  END  DT  RM  SPC-FTR  SPC-EQP  PRT
TBA  TBA

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These course sections will roll forward to the next "like" term (e.g., Fall semester data rolls to the next Fall semester). If your faculty member continues to offer this class as part of a faculty-led study abroad program, all you will need to do is confirm that the data on SIS-C is correct, as you would for other courses that roll forward and need no updates, like you do for thesis and dissertation hours.

