

STUDY ABROAD CHECKLIST

Section Information

- Subject:** _____
- Approved by Office of Education Abroad on:** _____
(ASO will not process requests that have not been approved)
- Course:** _____
- Instructor Assigned:** _____
- Credit ratio:** _____ : _____ : _____
CR LEC LAB
- Contact hours** _____ **Total hours needed:** _____
(see grid in the meeting pattern section)
- Before submitting section request in CLSS, please review the "Study Abroad" rule in the Academic Scheduling Rules document.

Miscellaneous Part of term

Reminder: Miscellaneous part of term codes must encompass all time requirements within the start and end dates, including online readings and discussions, all seat time, assignment completion, testing and final submission(s).

Once the part of term dates have been determined, request a miscellaneous part of term code from ASO via email. ASO will create a miscellaneous part of term code and send you an email confirmation. After an overnight refresh the miscellaneous part of term will appear in CLSS for you to select.

Meeting pattern(s) - all need to be separate meeting lines in CLSS

Reminder: If any readings/assignments are required before or after the travel, they must be listed on the section.

Pre-travel meeting line

	Contact hours	min	max
<input type="checkbox"/> Dates: _____	1	12.50	15.00
<input type="checkbox"/> Meeting pattern: _____	2	25.00	30.00
<input type="checkbox"/> Building and room: _____	3	37.50	45.00
<input type="checkbox"/> Total Hours: _____	4	50.00	60.00

Instruction meeting line (in country)

<input type="checkbox"/> Dates: _____	5	62.50	75.00
<input type="checkbox"/> Meeting pattern: <u>(Does not meet)</u> _____	6	75.00	90.00
<input type="checkbox"/> Building and room: <u>OTCTRY TBA</u> _____	7	87.50	105.00
<input type="checkbox"/> Total Hours: _____	8	100.00	120.00

Post-travel meeting line

<input type="checkbox"/> Dates: _____	9	112.50	135.00
<input type="checkbox"/> Meeting pattern: _____	10	125.00	150.00
<input type="checkbox"/> Building and room: _____	11	137.50	165.00
<input type="checkbox"/> Total Hours: _____	12	150.00	180.00

Comments in CourseLeaf CLSS for ASO

Reminder: ASO requires the following information.

- Name of scheduling rule _____
- Part of term code and dates _____
- Country _____
- Total instruction hours (in country) _____
- Credit ratio (if variable) _____
- Subtitle _____