

## OVERVIEW

When students engage in international study, they receive credit at Case Western Reserve University. To label the classes that are offered to study abroad students, a Course Attribute value is added to the class's Schedule of Classes record.

Use the directions in this topic to label a class taken by students engaging in international study. It requires the user to enter the SIS and work with the Schedule of Classes module, where a Class Attribute will be used to label the class as one taken during international study.

After Print = ✓

Note: Begin by logging into the SIS at [case.edu/sis](http://case.edu/sis) with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

The **Maintain Schedule of Classes** search screen appears.

2. Click Look up **Academic Institution** and select CASE1.
3. Enter the appropriate term into the **Term** field.
4. Click **Search**.
5. Select the appropriate course from the search results list.
6. The **Basic Data** tab appears. If the class is offered more than once in a term, please confirm that the appropriate section is visible before continuing. If necessary, use the arrows in the blue header to locate the study abroad class section.
7. The Class Attributes group box may already contain a class attribute (e.g. Schedule Search/Senior Audit Course). Do not remove any existing class attributes.
8. Click the **Add a new row** button in the Class Attributes group box. If no class attributes exist, skip to the next step.
9. Click the **Look up Course Attribute** icon.
10. Select **Schedule Search**.
11. Click the **Look up Course Attribute Value** icon.
12. Select **Study Abroad**.
13. Click the **Save** button.

This completes the process of adding the Study Abroad class attribute to a class.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.

