**Study Abroad Section Set Up**

1. Go into Banner to check the following:
   1. Section: *7EA* (if multiple sections of the same course go to 7EB, 7EC etc…)
   2. Make sure correct campus code is entered, CWA
   3. Schedule Type must be Lecture (L)
   4. Instructional Method: WEBOC
   5. Session Code: *1* (100% Non-Traditional Delivery)
   6. Special Approval: *DA* (Departmental Approval)
   7. Credit Hours must be fixed
   8. Bill Hours must be “0”
   9. Attendance Method: HC (Hidden Course)
   10. Print and Voice box should be unchecked