**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